



## **FY 2021 Title II Formula (JJAC) Grant Program Notice of Funding Availability (NOFA)**

**Online Submission Deadline: March 27, 2020, 3 pm**

**Funded by:  
The U.S. Department of Justice, Office of Justice Programs,  
Office of Juvenile Justice and Delinquency Prevention (CFDA# 16.540)  
and the State of Maryland**

Governor's Office of Crime Prevention, Youth, and Victim Services  
100 Community Place  
Crownsville, Maryland 21032-2022  
[www.goccp.maryland.gov](http://www.goccp.maryland.gov)  
(410) 697-9338

Larry Hogan, Jr., Governor  
Boyd K. Rutherford, Lt. Governor  
V. Glenn Fueston, Jr., Executive Director

**Note: Hard copy applications are no longer being accepted.**

### **ELIGIBILITY**

Local government agencies, state agencies, state and local law enforcement, and non-profit organizations, including faith-based organizations may apply for funding under the JJAC Grant to improve outcomes for children and youth within the juvenile justice system.

### **IMPORTANT LINKS**

Application Instructions:

<http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>

Grants Management System (GMS): <http://goccp.maryland.gov/grants/>.  
**GMS submission is required; Hard copy applications are not accepted.**

## **Purpose**

Thank you for applying for the **Title II Formula (JJAC) Grant Program** from the **Governor's Office of Crime Prevention, Youth, and Victim Services (Office)**. The primary purpose of JJAC is to improve outcomes for children and youth within the juvenile justice system by increasing and strengthening community-based services and focusing on delinquency prevention and aftercare/reentry. This funding correlates with the Children and Youth Division's goals of increasing the wellbeing of Maryland's children and youth as well as addressing Adverse Childhood Experiences (ACEs) and the impact of childhood trauma.

If you need application assistance, please contact:

Sabraya Knight, Title II (JJAC) Program Manager  
410-697-9327  
[Sabraya.Knight@maryland.gov](mailto:Sabraya.Knight@maryland.gov)

Justice Schisler, Chief of Programs  
410-697-9334  
[Justice.Schisler@maryland.gov](mailto:Justice.Schisler@maryland.gov)

The Governor's Office of Crime Prevention, Youth, and Victim Services' success is measured by subrecipient success. It is critical that we hear from you, our customers. The Hogan-Rutherford administration is committed to providing the best possible customer service to our citizens. To share your ideas on how the Office can best serve you and provide support, please email the above program manager to provide your feedback or complete a three question [customer experience survey](#).

## **Governor's Office of Crime Prevention, Youth, and Victim Services's Mission:**

To serve as a coordinating office that advises the Governor on criminal justice strategies. The office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhance public safety, reduce crime and juvenile delinquency, and serve victims.

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## **I. ELIGIBILITY CRITERIA**

### **A. General**

The following entities in Maryland are eligible to submit no more than one (1) application for JJAC funding:

- Non-profit organizations, including faith-based organizations
- Local law enforcement
- State law enforcement
- Local government agencies
- State government agencies

### **B. Non-profit – 501(c)(3)**

An organization must provide proof of this status by submitting a copy of its status letter from the IRS with the application. The requirements for obtaining 501 (c)(3) status can be found on the Internal Revenue Service website ([www.irs.gov](http://www.irs.gov)); search for Publication 557, “Tax-Exempt Status for Your Organization.” If the IRS letter is not available, a letter from your organization’s authorized official listing officers, bylaws, and/or articles is permissible until such time that a copy can be obtained from the IRS.

### **C. Faith-Based Organizations**

Faith-based organizations applying for grant funding do not have to relinquish or modify their religious identity (e.g., remove religious symbols) to be considered eligible applicants. However, grant funding may not be used to fund any inherently religious activity, such as prayer or worship. Organizations may continue to engage in inherently religious activities; however, such activities may not coincide with activities funded by the grant—i.e., such religious activities must be separate (in time and place) from the grant funded activity. Further, any participation in religious activities by individuals receiving services provided under the grant must be voluntary.

## **II. PROGRAM DESCRIPTION**

### **A. Requiring Agency**

Governor’s Office of Crime Prevention, Youth, and Victim Services (Office)

### **B. Opportunity Title**

Title II Formula (JJAC) Grant Program

### **C. Submission Date**

March 27, 2020 by 3 pm

### **D. Anticipated Period of Performance**

July 1, 2020 to June 30, 2021

### **E. Funding Opportunity Description**

The Governor’s Office of Crime Prevention, Youth, and Victim Services and the Juvenile Council, Maryland’s State Advisory Group (SAG), for the Title II Formula Grant, announce the availability of up to \$894,412 in grant funding for Title II (JJAC) and the Juvenile State Match Requirements (JSMR) program. The Office anticipates making 10-15 sub-awards ranging from \$25,000-\$150,000. All funds are to be used through the development and implementation of programs that address the program purpose areas outlined below.

Please note that applications that do not meet the minimum range noted above or those that exceed the maximum award allocation noted above are subject to removal from consideration during the initial technical review.

**All funding is contingent upon the Governor’s Office of Crime Prevention, Youth, and Victim Services receiving the specified grant funds from the U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention (OJJDP) and final approval of the**

## **Governor's Office of Crime Prevention, Youth, and Victim Services' budget during Maryland's 2020 Legislative Session of the General Assembly.**

The federal Title II Formula (JJAC) Grant Program provides funding to the State of Maryland to address juvenile delinquency through technical assistance, training, and effective programs for improving the juvenile justice system. The grant program is funded through the [Juvenile Justice and Delinquency Prevention Act](#), re-authorized by Congress in December 2018. Applicants are strongly encouraged to review the types of programs eligible to be funded under the [Act](#). Examples of model programs can be found at <https://www.ojdp.gov/mpg/> and <https://www.ojdp.gov/programs/index.html>. The program encourages the use of a developmentally appropriate and trauma-informed framework to inform and connect youth justice work to the development of individual and multi-agency comprehensive state plans that support the well-being of all youth and seek to prevent Adverse Childhood Experiences and trauma.

Successful programs will use strategies that reflect the seven hallmarks of the Developmental Approach to Juvenile Justice Reform:

- Accountability without criminalization;
- Alternatives to justice system involvement;
- Individualized approach based on assessment of needs and risks;
- Confinement only when necessary for public safety;
- A genuine commitment to fairness;
- Sensitivity to disparate treatment;
- Family engagement; and
- Prevention and education programs.

SAGs were established under the Juvenile Justice and Delinquency Prevention Act (JJDPA) and SAG members are appointed by the Governors/Chief Executives in each U.S. jurisdiction. They are principally responsible for monitoring and supporting the state's progress in addressing the four core requirements of the JJDPA as well as reviewing and making recommendations for Title II funding.

### **III. PROGRAM REQUIREMENTS**

#### **A. Purpose Areas**

Awards funded will support the establishment, enhancement, and/or improvement of programs in the purpose areas described below:

- Aftercare/Reentry: Programs and services which work with juveniles and their families during and after secure confinement in order to strengthen families and reduce the risk of recidivism.

Successful applications to address this priority will:

- Increase family engagement during and after the youth's secure confinement.
- Provide youth with a continuum of services and support during and after release from secure confinement.
- Provide intensive transitional services.
- Increase employment and vocational training opportunities for youth.
- Reduce recidivism amongst youth served.

Mandatory performance measures will include:

- Number and percentage of visits with family and youth contacts while securely confined.
  - Number and percentage of youth and families completing a transition plan with a set of goals.
  - Number and percentage of youth and families that completed life skills and financial management training.
  - Number and percentage of youth who recidivate.
  - Number and percentage of youth who obtain employment or vocational training.
- Juvenile Justice System Improvement: Trauma-informed programs or services designed to improve all aspects of the juvenile justice system from the initial point of contact with law enforcement through reentry utilizing an equity lens and trauma-informed approaches.

Successful applications to address this priority will:

- Implement trauma-informed trainings and educational opportunities for key system decision makers such as: law enforcement, judges and family magistrates, State's Attorney's, and school personnel including teachers and administrators.
- Provide alternatives to detention such as day and evening programming

Mandatory performance measures will include:

- 1) Number of trauma-informed trainings provided.
  - 2) Number of attendees participating in trauma-informed trainings.
  - 3) Number of training attendees who noted a change in attitude after receiving the training.
  - 4) Number and percentage of youth diverted from secure confinement to an alternative to detention.
- Delinquency Prevention: Programs that incorporate trauma-informed approaches, and research such as the Adverse Childhood Experiences study, to develop early intervention and prevention services for children, youth and families.

Successful applications to address this priority area will:

- Connect children, youth and families with trauma-informed programs and services (utilizing existing services when available such as [MD 211](#) or [y2 Connect](#)).
- Address trauma in their service array.
- Support efforts to increase literacy programs for youth.
- Implement proactive services versus reactive measures to address the needs of youth who have experienced trauma.

Mandatory performance measures will include:

- 1) Number and percentage of youth who receive trauma-informed care and do not go further into the juvenile justice system.
  - 2) Number and percentage of youth and families who utilize support/resources from community agencies (i.e. job training, parent forums, etc.).
  - 3) Number and percentage of youth receiving literacy services.
  - 4) Number of proactive/preventative services implemented to address the needs of youth who have experienced trauma to promote resilience and healing.
- Community Based Programs and Services: Programs and services that are provided in the juvenile's community versus formal processing and confinement in the juvenile justice system.

Successful applications to address this purpose area will:

- Support and enhance community-based diversion programs at all front-end points of contact (parents, law enforcement, DJS).
- Support and enhance access/connectivity to mental health programs.
- Support the success of youth in the community by providing workforce training practice/placement and ensuring and reconnecting educational opportunities.
- Increase family engagement.

Mandatory performance measures will include:

- 1) The number and percentage of youth served in a community-based program or service.
- 2) The number and percentage of youth referred to the juvenile justice system.
- 3) The number and percentage of trainings that were held with Family Magistrates and Law Enforcement.
- 4) The number and percentage of referrals to community-based mental health programs.
- 5) The number and percentage of referrals for workforce training programs.
- 6) The number and percentage of youth reconnected to school.
- 7) The number and percentage of families served.

- 8) The number and percentage of families referred to community-based resources.

More information regarding Program Areas can be found at OJJDP's Performance Measure Tool (PMT): [https://ojjdppmt.ojp.gov/help/program\\_logic\\_model.cfm?grantID=3](https://ojjdppmt.ojp.gov/help/program_logic_model.cfm?grantID=3)

## **B. Partnerships**

One of the primary goals of JJAC is to be inclusive of the various stakeholders and consolidate local or regional efforts to achieve results for the youth and families in the community. Partners are key to achieving that goal and their input into proposal development should be included in the program strategy section of the application narrative. In addition to family/community partnerships, there are governmental partners that should also be included in the proposed program. This section must include an outline listing the role of each partner as well as support from the community or agencies.

**Letters of support must be included in an appendix and referenced in the narrative.**

The following are suggested partners:

- Department of Juvenile Services Regional Office Representative
- Local Racial and Ethnic Disparities (RED) Coordinator (if applicable)
- Local Management Boards
- State, county or municipal law enforcement
- Parent/guardians (including parent support groups and youth advocacy groups)
- Youth (including youth group representatives)
- Local State's Attorney's Office Representative
- Juvenile Court Family Magistrate or Judge
- Department of Education or local educational agencies
- Department of Human Services or local Department of Social Services
- Non-profit, faith-based, or community groups
- Non-profit, non-governmental victim advocacy organizations

## **C. Racial and Ethnic Disparities**

All programs must address racial and ethnic disparities per Section 34 U.S.C. § 11133(a)(15) of the Juvenile Justice Delinquency Prevention Act, which requires states and territories to "implement policy, practice, and system improvement strategies at the state, territorial, local, and tribal levels, as applicable, to identify and reduce racial and ethnic disparities among youth who come into contact with the juvenile justice system." **Priority will be given to those applicants who make strategic and intentional efforts to reduce RED. To receive full points, proposals must incorporate short-term and long-term strategies to reduce racial and ethnic disparities amongst their target population.**

## **D. Compliance with 8 U.S.C. § 1373**

Applicants who are government entities or a public institution of higher education are required to certify compliance with 8 U.S.C. § 1373 Communication between government agencies and the Immigration and Naturalization Service. Information regarding this statute can be found at [8 U.S.C. § 1373](#). Relevant certification forms may be accessed at [Certifications relating to 8 U.S.C. 1373 forms](#). Certification forms must be submitted with your application. Refer to section on **Forms for certifications from prospective subrecipients under FY 2019 Title II Formula Grants ("Title II") Program (OJJDP)**.

## **E. Sustainability and Continuation Programs**

Emphasis will be placed on programs that submit a comprehensive sustainability plan and on proposals that collaborate with other programs, jurisdictions, or regions to maximize the use of resources.

If the proposed program is a continuation of a program initiated in a previous year and funded through JJAC, the applicant must reduce requested funding by 25%. To be clear, applications made to support programs that are similar in nature/scope to an organization's existing JJAC or JSRM program must reduce their funding request by at least 25% of the current award amount. Applications must provide a detailed status of the existing program, to include goals, objectives, and performance measures. Applicants must also explain how the reduction in funding will impact the program. **There will be a one time exception this year for those applicants that fall below the \$25,000 minimum threshold amount due to the 25% reduction.**

**F. Office of Justice Programs (OJP) Evaluations**

Applicants should also note that OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. Grantees will be expected to cooperate with program-related assessments or evaluation efforts, including the collection and provision of information or data requested by OJP (or its designee) for the assessment or evaluation of any activities and/or outcomes of those activities funded under this solicitation.

**G. Problem/Need Statement**

Applicants should include a statement of the problem or need area that the proposed activity/services will address. This need area must be aligned with one of the prioritized Title II formula purpose areas and **must be supported by a data analysis** for a period of at least 3 years to highlight the need for the program/project proposed. Applicants are encouraged to utilize the Department of Juvenile Services' [Data Resource Guide](#) as a source for juvenile justice data. Successful applications will:

- Be based on a clear understanding of the local population, including a discussion of the data (including sources) for the populations impacted by the proposed activity
- Incorporate local partners necessary to ensure success in addressing the complex and unique needs of the population
- Consider best practices and evidence-based approaches in program implementation
- Demonstrate a connection to local efforts for which the proposed strategy is complementary and not duplicative.

**H. Outputs and Outcomes**

Grantees will be required to track and measure program outputs and outcome based performance measures that directly support the Office's objective of reducing victimization and delinquent behavior in Maryland's children and the Children and Youth Division's goal that Maryland's children and youth are healthy and thriving. Outputs and outcomes must be recorded and submitted to the Governor's Office of Crime Prevention, Youth, and Victim Services on a quarterly basis. Please note that mandatory [performance measures for each priority area are listed above](#). In addition, please note that all grants awarded under this funding opportunity will be required to report on the following mandatory performance measure:

1. Number of youth who have a reported an increase in their overall well-being. Note: For this purpose, well-being is defined as having generally positive experiences with education and employment, good relationships with family and friends, adequate financial resources to meet basic needs and wants, physical health and comfort, resiliency, freedom from chronic stressors such as discrimination and oppression, and a consistent sense of belonging to a community.

The following is a sample list, and is not all inclusive of all potential outputs and outcomes that may be included in final awards:

- Number of youth served by the program.
- Number of youth who successfully fulfilled all program obligations and requirements.
- Number of youth who were arrested or seen at a juvenile court for a new delinquent offense within 6-12 months of exiting the program.
- Number of youth served by the program who exhibited a decrease in anti-social behavior.
- Number of youth who exhibited an improvement in family relationships.
- Number of juveniles linked to community based diversion programs.

**I. Management Capabilities**

In addition to the information required per the [NOFA instructions](#), applicants should also specify their plan to recruit, hire, and retain staff who reflect the population that they plan to serve, such as language proficiency, ethnic background, or lived experience. If not able to hire staff who reflect the population to be served, applicants should specifically address how they will engage the community or address language barriers.



## IV. APPLICATION PROCESS

Applicants are required to apply for grant funding through the Governor's Office of Crime Prevention, Youth, and Victim Services' web-based application process, which may be accessed through the web URL [www.goccp.maryland.gov](http://www.goccp.maryland.gov) and clicking on **GRANTS MANAGEMENT SYSTEM**, or by going directly to the login screen using the URL: <https://grants.goccp.maryland.gov>.

**In order to use the Governor's Office of Crime Prevention, Youth, and Victim Services' web-based application you must have a User ID.**

If you have *not* previously applied through the web, go to the following URL to obtain instructions and the information required to obtain a User ID and password:  
<http://goccp.maryland.gov/grants/requesting-access/>.

The last day to request a User ID is March 13, 2020. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied to the Governor's Office of Crime Prevention, Youth, and Victim Services, but do not have your User ID, or are having technical issues with the system, contact the helpdesk via email at [support@goccp.freshdesk.com](mailto:support@goccp.freshdesk.com) for assistance.

If you need assistance completing the program-specific information required in the online application, please contact Sabraya Knight at 410-697-9327 or [sabraya.knight@maryland.gov](mailto:sabraya.knight@maryland.gov).

## V. TRAINING/TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect the Governor's Office of Crime Prevention, Youth, and Victim Services' established guidelines and procedures, training is provided through [training videos posted on the Office website](#). These may be accessed through the following URL:  
<http://goccp.maryland.gov/grants/gms-help-videos/>.

Please review the [training videos](#) prior to beginning your application to become familiarized with system guidelines, fiscal review and tips, civil rights requirements, etc.

Additionally, [instructions](#) for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Applicants are encouraged to review these [instructions](#) prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

## VI. IMPORTANT DATES

Deadline to Request a User ID	March 13, 2020
Deadline to Submit an Online Application	March 27, 2020 by 3 pm
Letter of Intent Emailed/Denial Letters Emailed	May 2020
Award Documents Emailed	June 2020
Sub-award Start Date	July 1, 2020
Sub-award End Date	June 30, 2021

## VII. APPLICATION EVALUATION

The Governor's Office of Crime Prevention, Youth, and Victim Services, along with the SAG will assess the merits of the proposed program in each of the following areas (See Notice of Funding Availability Application Instructions located at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>) and will score each application accordingly:

- Problem Statement/Needs Justification (15 points total)
- Program Goals and Objectives (20 points total)
- Program Strategy/Program Logic (10 points total)
- Performance Measurement (outputs, outcomes, and impacts) (20 points total)
- Timeline (5 points total)
- Spending Plan and Budget (reasonableness, cost effectiveness, detailed justification per line item) (20 points total)
- Management Capabilities (5 points total)
- Sustainability (5 points total)

The JJAC Grant is a competitive application process. The Governor's Office of Crime Prevention, Youth, and Victim Services will conduct a three-tier review, to include internal staff and external independent reviewers, of each application submitted in accordance with this Notice of Funding Availability. SAG members will participate in the initial review of applications as well as the final approval of all applications recommended for award. As part of the internal review, the Governor's Office of Crime Prevention, Youth, and Victim Services staff will also review the following for each application:

- Crime rate
- Geographic distribution
- Scope (geographic size and location)
- Reach (ability to recognize and address the needs of underserved populations)
- Audit findings
- Performance history with previous awards

#### **BONUS POINTS CRITERIA**

1. Bonus points will be given to those applicants who align their proposed activity with the recommendations outlined in the National Research Council's 2014 report [Implementing Juvenile Justice Reform: The Federal Role](#) and other current research on adolescent brain development. Applicants must outline how their proposed strategy incorporates the seven hallmarks to a developmental approach to juvenile justice. **IMPORTANT NOTE:** Due to the reauthorization of the [Act](#), this section will be a requirement in future NOFAs.
2. Bonus points will also be given to applicants who propose to implement an evidence-based, promising, or proven program. Applicants are encouraged to review national best practices and evidence-based, proven, and promising program examples in selecting a strategy for implementation by visiting: <http://www.ojjdp.gov/mpg/>. Applicants should also provide details on how they will maintain fidelity to the proposed evidence-based, promising, or proven program.
3. Bonus points will be awarded to applicants who provide a long-term, multi-year sustainability plan. This is in addition to the sustainability plan requirements mentioned on page 5.
4. Bonus points will be awarded to applicants who describe how they will use youth participants' input to implement activities funded through the grant and determine leadership and community service opportunities. Additionally, how will the applicant include youth participants in decision-making related to the organization, program, community service and leadership opportunities, such as through youth councils, board positions, or other leadership initiatives. **IMPORTANT NOTE:** this section will be a requirement in future NOFAs.

## **VIII. FUNDING SPECIFICATIONS**

### **A. Funding Cycle**

Commencement of awards funded under the JJAC Grant for FY 2020 will begin July 1, 2020 and end on June 30, 2021. Funds are paid on a reimbursable basis.

### **B. Allowable Costs**

The following is a listing of services, activities, and costs that are eligible for support with JJAC funds within a sub-recipient's organization:

- Salary & fringe
- Skills training for staff related to stated priority areas
- Training related travel

- Equipment
- Youth Engagement/Collaboration
  - Stipends for youth participation in activities organized by the applicant
  - Costs associated with the development and establishment of Youth Advisory Boards or leadership positions
  - Training for staff to understand the challenges and barriers for youth with lived experience and/or providing professional development to youth with lived experience to become peer support specialists or serve in leadership positions

Additionally, if an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services, where appropriate.

#### **C. Unallowable Costs**

The following services, activities, and costs cannot be supported with JJAC funding:

- Lobbying/administrative advocacy
- Advertising/public relations (See 2 CFR § 200.421)
- Capital expenditures
- Fundraising/investment management tools
- Audit expenses
- Property insurance
- Trinkets (e.g., hats, mugs, portfolios, t-shirts, coins, gift bags, etc., whether or not they include the conference name or Office of Justice Programs/Department of Justice logo) must not be purchased with Department of Justice funds as giveaways for conferences. Basic supplies that are necessary for use during the conference (e.g., folders, name tags) may be purchased.
- Entertainment/amusement/diversion/social activities and their associated costs (e.g. tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities)

**The list above is not exhaustive. The Governor's Office of Crime Prevention, Youth, and Victim Services reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.**

#### **D. Consultant Rates**

The limit for consultant rates is \$650 per day.

## **IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS**

The Governor's Office of Crime Prevention, Youth, and Victim Services will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grants Management System. All programmatic electronic reports are due within 15 calendar days of the end of each quarter. Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System, using the same User ID and password that were used for the application process.

For further post-award instructions, read the Special Conditions specific to your award in the GMS and read the General Conditions which can be found at:

<http://www.goccp.maryland.gov/grants/general-conditions.php>.

#### **A. Electronic Funds Transfer (EFT)**

GOCCP encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:

[http://comptroller.marylandtaxes.gov/Vendor\\_Services/Accounting\\_Information/Static\\_Files/GADX10Form20150615.pdf](http://comptroller.marylandtaxes.gov/Vendor_Services/Accounting_Information/Static_Files/GADX10Form20150615.pdf).

**B. Match**

There is a 10% non-federal cash match requirement imposed on grant funds under this program. This means that sub-awards made under JJAC may not cover more than 90% of the total cost of each project. Cash resources used as match must be directly related to the project goals and objectives, documented, and clearly show the source, amount, and timing of all matching contributions. Additionally, sources of match are restricted to the same uses allowed under the JJAC program and must be documented in the same manner as JJAC program funds (including financial and programmatic reports).

For guidance on calculating match please refer to the match calculator:

<http://goccp.maryland.gov/grants/tips-and-guidance/grant-match/>.

**C. Supplanting, Transparency, and Accountability**

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the Office of Justice Programs Financial Guide (Part II, Chapter 3). There are strict federal laws against the use of federal funds to supplant current funding of an existing program. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures.

A strong emphasis is being placed on accountability and transparency. Grantees must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

## X. APPLICATION CHECKLIST

### What an Application Should Include:

- ☐ Face Sheet
- ☐ Project Summary
- ☐ Narrative
  - ☐ Problem Statement/Needs Justification
  - ☐ Program Goals
  - ☐ Program Strategy
  - ☐ Program Measurement
  - ☐ Timeline
  - ☐ Spending Plan
  - ☐ Management Capabilities
  - ☐ Sustainability
- ☐ Unique Entity Identifier (UEI, currently DUNS number) and SAM Registration
- ☐ Letters of Support/Commitment
- ☐ Budget and Budget Justification
  - ☐ Personnel
  - ☐ Operating Expenses
  - ☐ Travel
  - ☐ Contractual Services
  - ☐ Equipment
  - ☐ Other
- ☐ Indirect Cost Rate Agreement or Documentation Supporting Use of the De minimis Indirect Cost Rate (if applicable)
- ☐ Budget Prioritization
- ☐ Certified Assurances
- ☐ Certification Regarding Lobbying
- ☐ Certification of Compliance with 8 U.S.C. § 1373 (If government entity or institution of higher education)
- ☐ Audit Findings/Corrective Action Plan (if applicable)
- ☐ Single Audit Requirements (if applicable)
- ☐ Proof of 501 (c)(3) Status (if applicable)
- ☐ **\*NEW\* Organizational Capacity Questionnaire**

More information on each item above can be found in the NOFA Application Instructions found here:

<http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>.